

# Employee Leave Report

Supervisors have the ability to run a report in Kronos detailing employee leave usage. This report can be run at any time but should be run at least once a year when the annual performance review is completed.

1. Click on **Punch Detail** under the **History** menu.

The screenshot shows the Kronos Genie View interface. The sidebar on the left contains the following menu items: Log Off WBROTHERS, Change PIN, Favorites, Refresh, Accruals, HOURS SUMMARY, Reports & Inquiries, Punch Detail, Time Cards, History, and Punch Detail Time Cards. The main area displays a table with the following columns: Name, Employee #, BASE HOURS WORKED, PAID LEAVE HOURS, UNPAID LV HOURS, OVERTIME/HOL WORKED, SHIFT DIFF /ON-CALL, TOTAL REG HOURS, and APPROVAL. The table lists three employees: DEVIL, TASMANIAN; BUNNY, BUGS; and DUCK, DAFFY.

Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
DEVIL, TASMANIAN	159	28.00	12.00	.00	.00	.00	40.00	2
BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	2
DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

Result: The *Punch Detail History* report screen will display.

2. Enter the date/time range you want to run the report on. For example, if the employee's annual performance review is due on December 1<sup>st</sup>, you will need to run leave usage from December 1<sup>st</sup> of last year to December 1<sup>st</sup> of the current year.
  - a. **Dates:** Dates must be entered in the MMDDYR formula without slashes. For example, December 1<sup>st</sup>, 2009 would be 120109. You may also use the magnifying glass to select a date from the calendar.
  - b. **Times:** The 'From' time will always be 00:00 and the 'To' time will always be 23:59.
3. Enter the ID number of the employee you want to run the report on or use the magnifying glass to select the employee from the list.

4. Click Next.

**Punch Detail History** DHHS Services Areas

**Run** **Cancel** **Next**

Sort Option:  Page Break By Sort Option:

Exceptions Only:

Select Ranges	From	To
Date/Time: <input type="text" value="120109"/> / <input type="text" value="0:00"/>	<input type="text" value="120110"/> / <input type="text" value="23:59"/>	
Employee Number: <input type="text" value="124536"/>	<input type="text"/>	
Badge Number: <input type="text"/>	<input type="text"/>	
Time Clocks: <input type="text"/>	<input type="text"/>	
Bus Unit: <input type="text"/>	<input type="text"/>	
FTE: <input type="text"/>	<input type="text"/>	
Exempt: <input type="text"/>	<input type="text"/>	
Sec Bus Un: <input type="text"/>	<input type="text"/>	
Supervisor: <input type="text"/>	<input type="text"/>	
Job Code: <input type="text"/>	<input type="text"/>	
Subsidiary: <input type="text"/>	<input type="text"/>	

Leave selection field blank to include all.

5. Selecting **Next** will display another page to make additional restrictions if needed. However, these will generally be left blank.
6. Select **Next** again to get to the final selection screen for the report.
7. Under the Report Type, select Detail.
8. Under the Print All Pay Codes, select NO.
9. In the select pay codes boxes, enter the pay codes you wish to review.

**Note:** You should always include the pay codes of SICK and VAC but may include other pay codes if applicable. Other codes may include FML for family medical leave, LWOP for unpaid time, CTU for comp time used, etc.

10. Complete the rest of the fields as outlined in the example below.

**Punch Detail History** DHHS Services Areas ?

**Run** **Cancel** **Back**

Report Type:

Print All Pay Codes:  or select pay codes:

Show Pay Code Totals for Labor Level:

Time Records to Include:

Include Monetary Adjustments:

Sort by Home or Worked field:

Show Employees with no hours:

Note: Monetary Adjustments not available on Worked report.

11. Select **Run** to submit the report.

**Note:** Selecting **Cancel** will exit the window and cancel the report request.

**Result:** The *Report Run Status* screen will display. Your report should be at the top of the list with a status of submitted.

12. Refresh the screen with the **Refresh** button on the *Report Run Status* screen until the status reads Completed.

Report Run Status

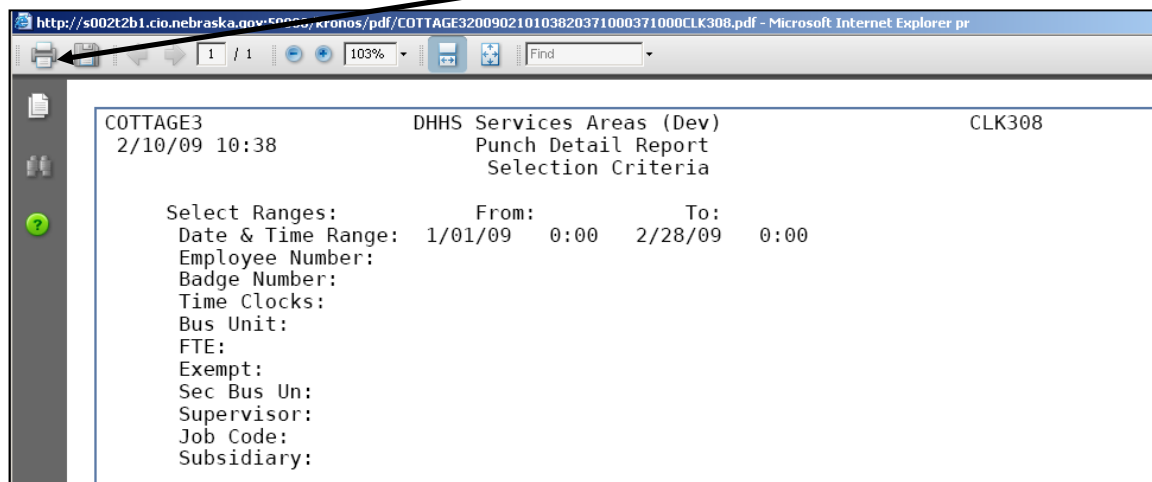
DHHS Services Areas (Dev)

?

Cancel	Select	Delete	Refresh	Next
Report Name	Status	Date/Time Created		
Time Cards	Submitted	6/05/08 - 14:56		
Punch Detail Report	In-Process	6/03/08 - 14:49		
Time Cards	In-Process	6/03/08 - 13:47		
Punch Detail Report	In-Process	6/03/08 - 13:44		

13. Double-click the completed report to view it. The report will have a cover page with the values you ran the report on. The results will display on the following pages.

14. To print the report, use the **PRINT** icon on the toolbar.



15. Click **CANCEL** to exit the *Report Run Status* screen once finished.